



Office 365 Intranet Power DMS

Montgomery County Dept of Police

Objectives

How to Access O365

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Intranet Locations

Accessing PowerDMS

How to create a HelpDesk ticket

How to Access O365

- ▶ Open any Internet browser
- ▶ From a search screen, type in Office365 Login
- ▶ Select the link for Office365 login

Office 365 Login | Microsoft Office

<https://www.office.com/> ▼

Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

[Office 365 for Business](#) · [Compare Office 365 Education ...](#) · [Office 365 Trust Center](#)

- ▶ From the Microsoft sign in screen, enter your userID@montgomerycountymd.gov



Sign in

userid@montgomerycountymd.gov

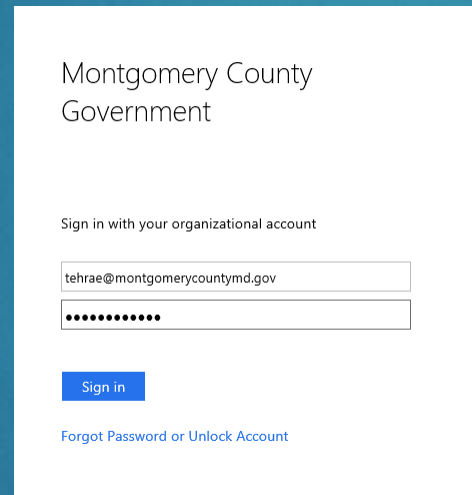
[Can't access your account?](#)

Back

Next

How to Access O365

- ▶ You will be redirected to a Montgomery County Government Login

A screenshot of the Montgomery County Government login page. The page has a white background with the text "Montgomery County Government" at the top. Below this, it says "Sign in with your organizational account". There are two input fields: the first contains the email address "tehr@montgomerycountymd.gov" and the second contains a masked password represented by ten dots. Below the password field is a blue "Sign in" button. At the bottom of the form, there is a link that says "Forgot Password or Unlock Account".

Montgomery County
Government

Sign in with your organizational account

tehr@montgomerycountymd.gov

••••••••••

Sign in

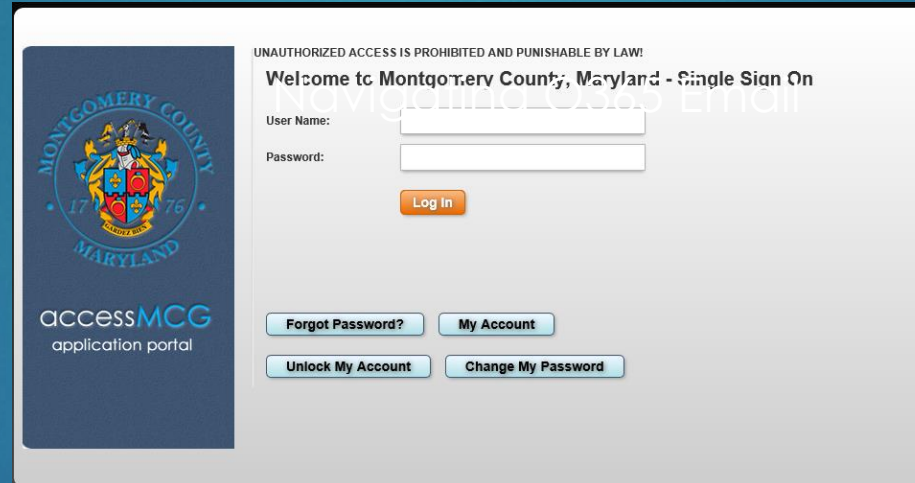
[Forgot Password or Unlock Account](#)

- ▶ Enter your password and select 

How to Access O365

- ▶ If you forget your password you can reset it. Select the link
- ▶ You will be redirected to a new page to reset your password

[Forgot Password or Unlock Account](#)



UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Welcome to Montgomery County, Maryland - Single Sign On


User Name:

Password:

[Log In](#)

[Forgot Password?](#) [My Account](#)

[Unlock My Account](#) [Change My Password](#)


accessMCG
application portal

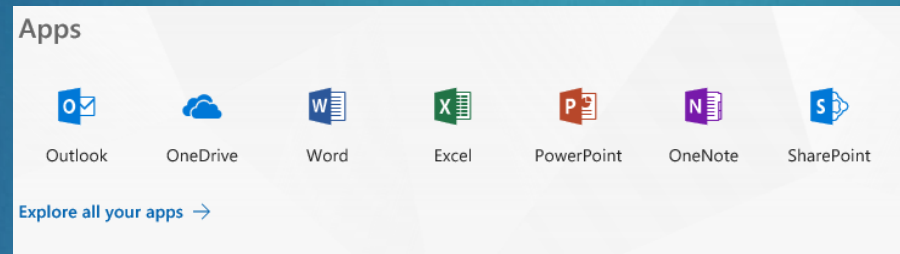
How to Access O365

- ▶ Password Rules:

- ▶ Must be changed every 90 days
- ▶ Must be 8 characters and contain upper and lowercase letters and a special character
- ▶ Cannot use last 10 previously used passwords
- ▶ 3 failed attempts will lock your account
- ▶ Go to <https://www2.montgomerycountymd.gov/mcg/password/>

Navigating O365

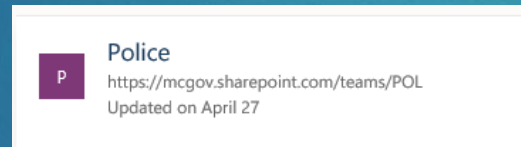
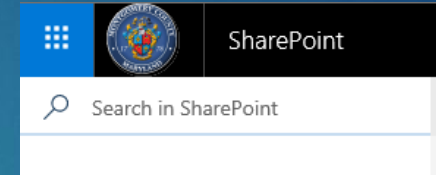
- ▶ Once you have arrived into the O365 environment click on the appropriate link. If you do not see the links, click on the 9 dots in the upper left corner of the screen.



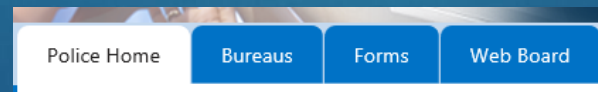
- ▶ Select Outlook to access your email
- ▶ Select SharePoint to access the Intranet

Intranet using SharePoint

- ▶ Select SharePoint to access the Police Intranet
- ▶ Once on SharePoint, enter “Police” on the “Search in SharePoint” tab
- ▶ Select Police
- ▶ Once on the Police Home, click the Follow link in the upper right corner
 - ▶ This will then link the site to your ‘Frequent site’ list and Following sections



- ▶ Use top navigation tabs to access various locations



Intranet Locations

- ▶ Searching
 - ▶ Use top 'Search this site' bar to look for specific topics
- ▶ Police Home
 - ▶ Quick Links-Organizational Chart, Support Desk, SharePoint help
 - ▶ Police Press Releases, County Events
 - ▶ Shortcuts
 - ▶ Human Resources
 - ▶ Access MCG
 - ▶ Holidays
 - ▶ MyMCPNews

Intranet Locations

- ▶ WebBoard Home
 - ▶ Frequently Used Numbers, Quick Links (ePortal, PowerDMS)
- ▶ Rollcall
 - ▶ Ability to see notable current police events
- ▶ Marketplace
 - ▶ Ability to see and post various needs and services
- ▶ Admin
 - ▶ Specialized unit and department information
 - ▶ Media News Clips

Intranet Locations

- ▶ Technology Home
 - ▶ MCPD Web Help Desk
 - ▶ Summary Links (ePortal, Password Station, Telestaff)
- ▶ Telestaff
 - ▶ Documents for Telestaff
- ▶ Tools
 - ▶ Various Links

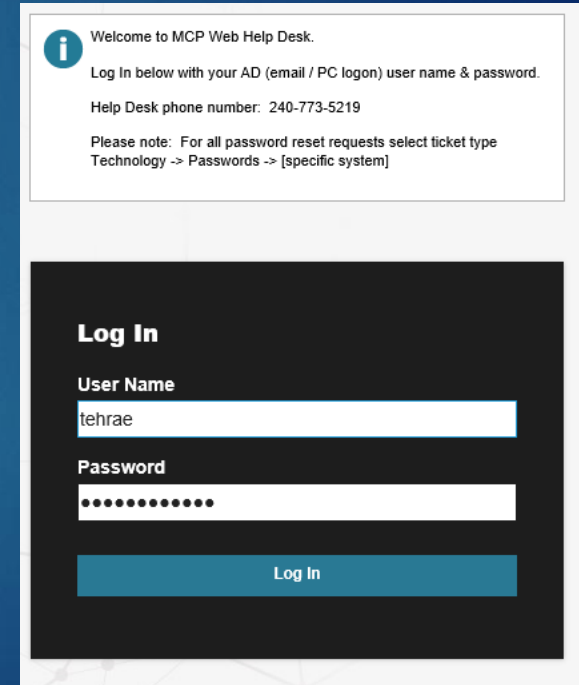
Accessing PowerDMS

- ▶ Go to PowerDMS.com or click on the link located on the Intranet
 - ▶ (WebBoard Quick Links, Technology Tools, PSTA Quick Links, Search Bar, www.PowerDMS.com)
- ▶ Once online, select Login in upper right hand corner
 - ▶ If requested the user name is MONCPD and your password is your single logon password you use for your email and O365
- ▶ Note your Inbox to see if you have any new notifications
- ▶ Use the left navigation to access Documents, Standards and Courses
- ▶ Use the 'Find Anything' bar to locate specific documents



How to create a HelpDesk ticket

- ▶ Send email to MCP.Helpdesk@montgomerycountymd.gov
- ▶ Call 240-777-2828 option #2
- ▶ Select link on Intranet (Police Home, Police Technology Home)
- ▶ Once logged in you will be able to create a ticket



The screenshot shows the MCP Web Help Desk interface. At the top, a white box contains a welcome message and login instructions. Below this, a dark grey login form is displayed with fields for 'User Name' and 'Password', and a 'Log In' button.

Welcome to MCP Web Help Desk.
Log In below with your AD (email / PC logon) user name & password.
Help Desk phone number: 240-773-5219
Please note: For all password reset requests select ticket type Technology -> Passwords -> [specific system]

Log In

User Name
tehrae

Password
••••••••

Log In



Questions???